

# AZ LEARNS Achievement Profile Appeals Process

## Procedure and Timeline

### **PROCEDURE**

The cornerstone of Arizona's school accountability system (AZ LEARNS) is the Achievement Profile. The Achievement Profile is used to designate all public schools as *Excelling, Highly Performing, Performing, Underperforming, or Failing to Meet Academic Standards*. In accordance with A.R.S. §15-241, beginning with the October 15, 2003 Achievement Profile, school principals/administrators may appeal an Achievement Profile classification on behalf of the school(s) for which they are responsible.

Two circumstances exist that merit an appeal by a school principal/administrator of the Achievement Profile assigned to their school. The first is the determination that inaccurate assessment data or other relevant data/calculations were utilized in the computation of the Achievement Profile for the school. The second circumstance occurs when a school principal/administrator determines that the school has a substantive reason(s) to appeal an Achievement Profile designation.

### **Step 1: Data Verification/Data Appeal**

The first step in completing the AZ LEARNS Appeals Process requires *all* schools to review and verify all data in order to confirm accuracy. School principals/administrators appealing their Achievement Profile designation based only on data issues, should complete Step 1. School principals/administrators choosing to appeal their Achievement Profile designation based on a substantive reason(s) should complete both Steps 1 and 2.

To review data used to determine AZ LEARNS Achievement Profile classifications, access the AZ LEARNS/Adequate Yearly Progress (NCLB) Application through the Common Logon located at the ADE's Web site at [www.ade.az.gov](http://www.ade.az.gov) and follow these steps:

1. Click on COMMON LOGON

2. Enter your USER NAME ACCOUNT and PASSWORD
3. Click CONTINUE
4. The Application Access Menu will provide you with a list of options; click on AZ LEARNS/Adequate Yearly Progress (NCLB)
5. All data must be reviewed and updated. Please follow the directions provided in the application. Please review the Instructions and Glossary before accessing these data.

If you experience any difficulties with the Logon or Password, please contact the ADE at [enterprise@ade.az.gov](mailto:enterprise@ade.az.gov). Technical problems should be directed to your District Technical Department or your local Regional Training Center.

Please keep in mind that charter schools with multiple sites must review data for each site. Any district/school/charter school that fails to complete the verification process will forfeit the right to appeal the AYP determination.

Requests for appeal must be completed during the specified timeframe (October 8, 2003, through October 13, 2003). The AZ LEARNS Appeal Application can be accessed via the

AZ LEARNS/Adequate Yearly Progress (NCLB) Application through the Common Logon located at the ADE's Web site at [www.ade.az.gov](http://www.ade.az.gov) and by following these steps:

1. Click on COMMON LOGON
2. Enter your USER NAME ACCOUNT and PASSWORD
3. Click CONTINUE
4. The Application Access Menu will provide you with a list of options; click on AZ LEARNS/Adequate Yearly Progress (NCLB)
5. Select AZ LEARNS Appeal application
6. Follow the directions provided to complete the application

Reasons for appeal may include, but are not limited to any discrepancies in data. Appeals must be submitted with information/evidence related to the appeal. Failure to provide required information, as requested, will result in the inability of the Research and Policy Unit to process an appeal.

Schools will receive a preliminary Achievement Profile Calculation prior to the public release of Achievement Profile designations on October 15, 2003. School principals/administrators must alert the ADE to any data discrepancies/inaccuracies by 5:00 p.m. on October 13, 2003. Schools that do not alert the ADE to data discrepancies/inaccuracies prior to this date will forfeit the right to appeal the Achievement Profile on grounds of inaccurate data/calculations at a later time.

The ADE, if necessary, may request that a school principal/administrator provide additional information/evidence to assist in the appeals process. Only those alerts regarding data issues that are submitted to the Achieve e-mail account at [achieve@ade.az.gov](mailto:achieve@ade.az.gov) during the specified timeframe (October 8, 2003, through October 13, 2003) will be included in the appeals process.

Any additional contact required during the appeals process must occur via e-mail. Please contact Research and Policy at the Achieve e-mail account at [achieve@ade.az.gov](mailto:achieve@ade.az.gov). Please include the following information in all correspondence with the ADE:

1. School name
2. District name
3. School CTDS and Entity ID
4. District CTDS and Entity ID
5. Contact Information (name, phone number, e-mail address)
6. AZ LEARNS appeal identification number

Schools will be notified about the final outcome of the appeals process based on inaccurate assessment data or other relevant data/calculations by November 15, 2003. Appeals decisions made by the ADE and recommended to the Arizona State Board of Education are considered final upon the board's approval.

## **Step 2: Substantive Appeal Application**

**Achievement Profile classifications cannot be appealed based on formula disputes.**

School principals/administrators choosing to appeal the Achievement Profile for a *substantive* reason(s), must clearly articulate the issue(s) they believe merits an appeal via the AZ LEARNS Appeal application.

The AZ LEARNS Appeal application can be accessed via the AZ LEARNS/Adequate Yearly Progress (NCLB) Application through the Common Logon located at the ADE's Web site at [www.ade.az.gov](http://www.ade.az.gov) and by following these steps:

1. Click on COMMON LOGON
2. Enter your USER NAME ACCOUNT and PASSWORD
3. Click CONTINUE
4. The Application Access Menu will provide you with a list of options; click on AZ LEARNS/Adequate Yearly Progress (NCLB)
5. Select AZ LEARNS Appeal application
6. Follow the directions provided to complete the application

The school principals/administrators must submit evidence that the issue(s) they believe merits an appeal directly resulted in a *significant* decrease in student academic achievement as demonstrated on AIMS and/or a decrease in student attendance during the administration of AIMS.

Schools choosing to appeal their Achievement Profile classifications for substantive reasons must complete the AZ LEARNS Appeal application during the specified timeframe (October 15, 2003, through October 20, 2003) in order to present the issue(s) of appeal and submit information/evidence related to the appeal.

The ADE, if necessary, may request that a school principal/administrator provide additional information/evidence to assist in the appeals process. Only those requests for appeal and any related information/evidence that are provided during the specified timeframe (October 15, 2003, through October 20, 2003) will be included in the appeals process. Requests and any

related information/evidence submitted after the specified timeframe will be excluded from the appeals process.

Any additional contact required during the appeals process must occur via e-mail. Please contact Research and Policy at the Achieve e-mail account at [achieve@ade.az.gov](mailto:achieve@ade.az.gov). Please include the following information in all correspondence with the ADE:

1. School name
2. District name
3. School CTDS and Entity ID
4. District CTDS and Entity ID
5. Contact Information (name, phone number, e-mail address)
6. AZ LEARNS appeal identification number

Schools will be notified about the final outcome of their appeals based on substantive reasons by November 15, 2003. Appeals decisions made by the ADE and recommended to the Arizona State Board of Education are considered final upon the board's approval.

Please note that all schools designated as *Underperforming* on the October 15, 2003 Achievement Profile are required to provide written notification to each residence within the attendance area of the school informing them of the school's designation. Those schools that are designated as *Underperforming* that have initiated the appeals process may indicate that the school is, in fact, appealing the Achievement Profile classification.

## **TIMELINE**

July – August 2003	The ADE will begin to process AIMS data and other relevant data in order to calculate the Achievement Profile.
August 15, 2003 (Projected)	The ADE will begin to submit AIMS data and other relevant data and calculations to schools. These data/ calculations will be embargoed until the specified release date stipulated by the ADE. This submission of data/calculations to schools effectively begins the data review and verification process (detailed on page 1 of this document). The data verification process provides each school the opportunity to confirm the accuracy of data/calculations.
August 15, 2003 – October 1, 2003	AZ LEARNS data verification application open. Please note this application closes at 5:00 p.m. on October 1, 2003.
October 8, 2003	The ADE will release preliminary AZ LEARNS Achievement Profile calculations to all schools.
October 8, 2003 – October 13, 2003	Schools must complete the appeals process for the Achievement Profile on grounds of inaccurate data/ calculations. Schools that do not alert the ADE to data discrepancies/inaccuracies prior to this date forfeit the right to appeal the Achievement Profile on grounds of inaccurate data/calculations during a later time. Please note the deadline to appeal is 5:00 p.m. on October 13, 2003.
October 15, 2003	Achievement Profiles are released to the public.

October 15, 2003 –  
October 20, 2003

Schools appealing the Achievement Profile on substantive grounds must complete the AZ LEARNS application. Schools may be required to provide information/evidence to assist in the appeals process. Only those requests for appeal and any related information/evidence that are provided during this timeframe will be included in the appeals process. Please note the deadline to appeal is 5:00 p.m. on October 20, 2003.

October 21, 2003 –  
November 13, 2003

The ADE will process all appeals filed by the appeals deadline.

November 15, 2003

Schools will be notified about the final outcome of the appeals by November 15, 2003.